

northwest
preschool
Growing in God's Truth



**parent
handbook**
2020-2021



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Northwest Preschool COVID-19 Response Plan

Updated July 25, 2020

PLEASE NOTE: During the Covid-19 pandemic, any items listed as part of this Covid-19 Response Plan supersede how things are stated in our Parent Handbook.

The below-listed protocols are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These protocols will be adjusted as we continue to receive updated recommendations and a final protocol will be provided prior to the start of school.

Communication

- We are excited to announce the addition of the Brightwheel App for our school this year.
- Since we will be losing the regular face-to-face contact we normally have during the drop-off and pick-up process, Brightwheel will allow you get daily communication from your child's teacher along with pictures and videos of your child. Watch a video about Brightwheel [HERE](#).
- You can message your child's teacher directly through the app with any questions or reminders about your child.
- We highly value clear and frequent communication with parents and teachers and will continue to make this a priority.

Open House

- This year we will have Open House over two days, September 1st and 3rd. Families will schedule an appointment and come during their designated time to meet the teachers, see the classroom, and get more information about the school year. Adults and children over 10 years old will need to wear face masks before entering Northwest Bible Church, temperatures will be taken, and COVID health questions will be asked before families can enter the Preschool hallways.

Preventative Health Measures

- **Staying Home**
It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Preschool Office if or when they start to feel sick. A doctor's note of clearance to return to school will be required. Please email (pmartell@northwestbible.org) to communicate any concerns.
- **If a Child is or Becomes Sick at Preschool**
If a child should become ill while at school, a staff member will remain with the child while isolating them from the other children in their class. A parent will be contacted so that the child can be picked up. Upon picking up please wear a mask inside the building and come to the Preschool Check-In desk unless directed otherwise. Additional cleaning and disinfecting will be completed in the classroom where an ill child has been present.
- **If COVID-19 is confirmed in a Child or Staff Member**
Please notify the Preschool within 24 hours if your child, a member of your household or a person that your child has close contact with is diagnosed with COVID-19. The Preschool will then notify the Dallas County Health Department and follow their direct guidance on how to respond.

Children or staff with new or worsening signs or symptoms of possible COVID-19 may not return to school until the following criteria have been met:

- ✓ At least 10 days have passed since symptoms first appeared;
- ✓ The individual has improved respiratory symptoms;
- ✓ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications; and
- ✓ Has received a doctor's note of clearance to resume participation at the Preschool

Social Distancing Strategies

- **Group Events**

Northwest Preschool will avoid scheduling events and group activities until restrictions are lifted by the State of Texas.

- **Limiting Access to Northwest Preschool**

The following will be the only people allowed to enter the Preschool Hallways:

- ✓ Northwest Preschool Staff (teachers and administrators);
- ✓ Persons with legal authority to enter, including law enforcement officers, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children (such as a therapist);
- ✓ Enrolled children (non-enrolled siblings or other children not allowed); and
- ✓ Parents who have children enrolled and present at the operation. *Parents should only enter the Preschool when necessary.*

Tours of the Preschool program will not be conducted during school hours.

- **Maintaining Social Distance**

Since the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

- **Class Groups**

Each class will have the same children and same regular teachers each school day. The classes will remain in their individual classrooms each school day, except for outside time. Toys and materials that cannot be easily sanitized will not be used. Any shared supplies will be disinfected after each use and we will suspend class-shared sensory (water/sand) tables and bins.

- **Outside Time**

Classes will not combine for outside time. Each class will have their own time on an individual playground or outside area. Each class will have their own bag of outside play toys such as balls, bubbles, etc., to reduce exposure from shared outside toys. Highly touched playground railings and climbing bars will be disinfected after each class uses the playground. Nature walks, reading books outside and playing in grassy areas will be added each week to encourage outside time as weather permits.

- **Music Class**

Due to social distancing, this year we will have our classroom teachers incorporate music into their weekly lesson plans.

- **Chapel**

A video lesson and music will be created each week by our Chapel teacher, Kathryn Morris. Each class (Two's, Three's, and Four's) will watch the Chapel lesson during their designated Chapel time each week. Two's classes will share the television cart, and it will be disinfected before being taken into a new classroom.

- **Naptime**

Children will continue to bring their own mats to school each school day. It is highly encouraged that the mat is washed after each school day. Mats will remain with each child's belongings and not come into contact with other children's mats. Nap mats will be spaced out as much as possible and positioned head-to-toe to reduce the potential of a viral spread. The 12-17 Month class will use cribs that will be disinfected after each use, and clean sheet provided by the Preschool will be used each school day.

Drop-Off and Pick-Up Protocols

Drop-Off (*Carpool Line*)

- Parents will enter our campus on Douglas Ave and turn right to go around the back side of our campus.
- Cones will be set up that will divide the carpool line into 2 lanes as you come around to the Northwest Hwy side of the campus.
- Parents are encouraged to begin cueing up in the Drop-Off line at 8:45 a.m.
- Traffic will be stopped one car length beyond the covered entrance on Northwest Hwy
- Parents will need to open their Brightwheel app to be ready to complete the contactless check-in process.
- Northwest Preschool and Northwest Bible staff members will come to the vehicles and scan the temperatures of each Preschool child with a touchless thermometer.
- If the child does not have a fever, the parent will then scan the QR code (provided by staff member) on the Brightwheel app.
- Parents will answer the three COVID screening questions for their child which will complete the check-in process.
- The child will be walked to the entrance where another Northwest Preschool staff member will walk them to their classroom.
- All child belongings will be in the IKEA shopping bag with child tag (provided at Open House) to aid in having less things to carry inside.
- Staff members will use hand sanitizer between each child that is escorted into the building.
- Once at the classroom, the teacher will give the child their nametag and use the “Name to Face” feature on Brightwheel to let the parent know that the child has been checked in to their class.
- The child will wash their hands upon entering the classroom.

Pick-Up (*Walk Up at NWHwy entrance*)

- Parents will park near the Northwest Hwy entrance and take their child’s name card with them.
- Parents will line up on either sidewalk (left or right) maintaining social distance.
- Preschool Staff will come out at 1:45 and begin calling names of children to be brought to the entrance over radio Channel 3.
- Teacher Assistants will walk children from classrooms to entrance.
- Lead Teachers will check the child out on the Brightwheel app once they have left the classroom.

Enhanced Cleaning and Disinfecting Measures

- **Cleaning Products and Supplies**
 - Northwest Preschool and Northwest Bible Church use an EPA registered disinfectant which is approved for use against COVID-19. Preschool staff will be trained how to use it effectively and safely.
 - At the end of each school day Preschool staff will disinfect all surfaces and allow them to air dry for effectiveness.
 - Northwest Bible Facilities will come through to disinfect the floors and restrooms at the end of each school day.
- **Cleaning and Sanitizing Toys, Materials and Surfaces**

- We will be collecting toys throughout the school day that have been played with, put in a child’s mouth (or that are otherwise contaminated) and place them in the “to be cleaned” bin to be sanitized at the end of the day.
- Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
- We will be focused on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, desks, chairs, cubbies, and high-touch areas on the playground.
- Classroom restrooms will be disinfected as needed throughout the day.
- **Cleaning and Sanitizing Bedding**
 - Clean sheets for cribs (12-17 Month class only) will be provided and laundered by the Preschool. These sheets are changed out each school day.

Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. The Preschool has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with a sink for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will be building lessons about handwashing into their daily curriculum so that the children can develop the healthy habit of frequent and correct handwashing. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, and after outside playtime.

- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- **Face Mask Wearing**

- Staff will be wearing face shields while at Preschool until regulations have changed. Preschool children are not required to wear face masks, but children ages 2 and above will be allowed to wear them if the parent so chooses. Anyone over the age of 10 is required to wear a face mask upon entering Northwest Bible Church and must keep them on in public areas.

Snacks and Lunches

- **Nut-Free**

Please be mindful that our school is Nut-Free. Do not send snacks or lunch items that contain nuts or were processed in a facility that processes nut products (read all labels).

- **Snacks**

Snacks will still be provided by parents through our Snack Friend program, however snacks must now be individually packaged and not brought in one container. Packages of goldfish, veggie straws, Annie’s cheddar bunnies, etc... are appropriate to send on your designated week as Snack Friend. Staff will wear gloves when serving food to the children and helping them open packages.

- **Lunch**

We are asking that EACH serving container (top and bottom) be labeled with your child’s name or initials so they can be easily identified if separated from your child during lunchtime. Children are not to bring food to share with others unless it is individually wrapped by a manufacturer.

- **Water**

Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child’s name in a manner that it will not rub or come off.

Travel

- Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from the local health officials.
- Any parent returning from CDC Level 3 area or international travel area must notify the Preschool in writing (pmartell@northwestbible.org) and the child should be kept home for 7 days. Children and staff who have traveled to a CDC Level 3 area or international travel will be excluded for 14 days.
- A parent who travels to a CDC Level 3 area or international travel area and does not notify the Day School in writing may forfeit their child's spot in preschool, with no refunds or credits issued.
- If anyone in a child's household or a close personal contact (e.g. nanny) travels on an airplane, please notify the school in writing (pmartell@northwestbible.org) so we can monitor for any possible development of symptoms. The parents should consider keeping their child home for 5 days as an added precaution to other families.
- Please stay up to date with the recommendations from the Centers for Disease Control – Travel information website. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Operating Policies are listed in alphabetical order.

Arrival/Departure

Arrival:

Please check your child in at one of the two computers in the outer hallway by scanning your barcode or entering your name. Print a tag for your child each day and escort your child to his/her classroom at 9:00am. (Prior to 9:00, parents and children may wait in the outer hallway). If the door is closed please ask a teacher to open the door and assist you. Sign-in your child at the door.

We do not accept children before 9:00 a.m. Our staff is currently working to make sure your child's classroom is ready.

To make drop-off transition easier, please arrive on time. Upon arriving, exhibit a positive attitude. Bring your child to his/her room, make a positive statement, and reassure them that you will pick them up at the end of their day, and reassure them that you will pick them up at the end of their day, and reassure them that you will pick them up at the end of their day. Do not enter the classroom except for the first few days of school. Leave immediately and do not let them see you linger around. Please make every attempt to have your child here on time each day. Children arriving late miss activities that are important for their day and often feel left out.

Please see Covid-19 Response Plan for updated Drop-Off and Pick-Up Protocols

Departure:

Children are to be picked up by 2:00 p.m. Remember to collect your child's belongings and sign them out each day. If you have not picked up your child 10 minutes after the scheduled pick-up time, your son/daughter may be waiting for you in the office. A late charge of \$15.00/child may be charged.

Calendar of Operation/Weather Policy

Northwest Preschool operates on scheduled Tuesdays and Thursdays from September through May. Our hours of operation are 9:00 a.m.-2:00 p.m. You can view our annual calendar at www.northwestbible.org/preschool.

Our calendar has been developed to coordinate as much as possible with local school districts.

Celebrations/Birthdays

Party experiences will be held in the classrooms. Please see your child's teacher to sign up to see their parents in action. Parents may volunteer for any or all of these parties; you are encouraged to see their parents in action.

During Covid-19 parents are not allowed in the classrooms for parties.

If your child wishes to have a birthday celebration at school during the snack time, we ask that you consult with the teachers in advance and keep the refreshments simple. Our teachers will not pass out party invitations unless every child in the class is invited.

Clothing/Dress Code

Children should wear clothing that is comfortable and appropriate for daily preschool activities, such as painting, climbing and running. Our children play outside when the weather is above 40°; please send appropriate clothing during winter months. Please label all clothing.

SHOES: Tennis shoes are recommended. INFANTS & ONES: If your child is walking, shoes are required. Socks are required for children not yet walking.

EXTRA CLOTHES: Send your child to preschool with a complete change of clothes (including socks) in case of spills or accidents. Children who are potty training could need more than one change of clothes.

Confidentiality

Within Northwest Preschool, confidential and sensitive information will be shared only with employees of Northwest Preschool who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Northwest Preschool strives to protect everyone’s right of privacy.

Parents may observe children who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). Parents may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Northwest Preschool are strictly prohibited from discussing anything about another child with parents.

Curriculum

We are constantly assessing our curriculum to make sure it meets the needs of all age groups. One and Two-Year Old classes will be using The Toddler Experience, along with Bible stories and activities for these age groups. This curriculum offers children choices in learning centers, provides opportunities for problem solving, strengthens social skills, and will give strong biblical foundations. Our curriculum is also supplemented by additional age-appropriate suggestions supplied from teacher training sessions and other resources. All teachers are required to turn in monthly lesson plans to the Preschool office.

Activities planned around the unit will include dramatic play, blocks, puppets, music, books, puzzles, nature, games, art, outdoor play, and much more. The activities are taught to the children through learning centers and group time. The center activities will contain toys, manipulatives, teaching games, and materials relating to the current unit of study. The learning centers provide the children the opportunity to practice decision making, following directions, working independently, sharing supplies with peers, and learning to respect property and care for materials. Daily group time provides your child the opportunity to learn in a large setting. The daily activities will

include Bible stories, music and movement, language experience and discussion of the current unit of study.

Additionally, Three and Four-year old classes will use a thematic curriculum along with Zoo Phonics, which provides a kinesthetic approach to learning the lower case alphabet and letter sounds.

All age groups attend a weekly Music class which will introduce them to different types of music, encourage music and movement, as well as prepare them for our annual Christmas Nativity and Graduation programs.

Twos, Threes and Fours will attend a weekly Chapel. This time offers an interactive Bible story with activities. Chapel will help the Bible come alive for your child.

Discipline/Guidance

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If there is a reoccurring disciplinary problem, we will schedule a conference with the parent to discuss possible solutions. Northwest Preschool reserves the right to request withdrawal of a child who is unable to adapt to a group situation.

Emergency Preparedness

Fire, tornado and emergency drills are routinely practiced. Evacuation maps are located in every classroom and the teachers have been trained to address with emergency situations. Please see the Preschool Director if you have any questions about these procedures.

Enrollment Procedures

Online registration for our school year is held each January/February. Priority is given to our currently enrolled students, followed by Northwest Bible Church members, then the outside public. A current copy of your child's immunization record must be on file for them to attend Preschool.

Health Information

If your child becomes ill at school, you will be contacted to pick up your child at the Preschool office as soon as possible. Please call the Preschool office to let us know on days that your child will be out due to illness.

The spread of communicable diseases is best controlled in common sense. A child should be free from fever 24 hours before returning to school. The Preschool office retains the privilege of refusing a child who does not appear to be capable of performing the activities of the day.

The best way for you to keep your child and other children free of childhood diseases is to avoid exposing the children and teachers to a child who is sick. Children are more comfortable during illnesses. Also, before returning after an illness, your child needs to be well enough to play outside.

Please see Covid-19 Response Plan for Health Protocols

Universal precautions are taken with all children. Parents will be notified if their child has been exposed to a contagious disease.

If your child has been taken to the doctor for colds, infections, allergies, etc. and the doctor releases the child into a group setting, please bring in a written note. This will eliminate a "judgment call" being made by the Preschool Office and will eliminate any confusion as to whether the child is infectious.

Procedures for handling Medical Emergencies

In the event of a medical emergency, Northwest Preschool will:

1. Contact emergency medical services or take the child to the nearest emergency room;
2. The child will be given first-aid treatment, or CPR when needed;
3. Contact the physician identified in the child's record;
4. Contact the child's parent; and
5. Ensure supervision of other children in the group.

Emergency Forms:

Keep your child's Emergency Information current in our Preschool Records. Call or stop by the Preschool Office if there is a change in your child's pediatrician or person-to-contact in case of an emergency.

If your child becomes ill, we will notify you immediately.

Health Policy

We welcome your child to our program if he/she is clear of the following symptoms:

- ◆ Fever-100 degrees or over
(must be FEVER FREE for 24 hours, with no medication, before returning to a group activity)
- ◆ Vomiting or Diarrhea
(within the past 24 hours)
- ◆ Rash
- ◆ Inflamed Throat and/or Mouth
- ◆ Colored Discharge from Eyes or Nose
(even associated with allergies)
- ◆ Pinkeye or Eye Infection
(All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- ◆ Excessive Coughing or Sneezing
- ◆ Unusual Irritability or Fatigue
- ◆ Head Lice
(or known exposure to head lice)
- ◆ Open Wounds without Proper Bandages
- ◆ Childhood Diseases
(Chicken Pox, Mumps, Strep Throat, Flu, etc.)

Please see Covid-19 Response Plan for Health Protocols

Immunization Requirements

Each child enrolled or admitted to Northwest Preschool must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children enrolled in our program. All immunizations required for the child's age must be completed by the date of admission or have a written note from the pediatrician explaining the delay. Please help us keep our records updated by bringing in a copy of your child's immunization record each time they receive additional immunizations.

Inclement Weather Policy

For updated information on school closing, please go to the main church website at www.northwestbible.org. You can also call the church at 469-453-7777 for a pre-recorded message regarding any weather closures.

Incident/Injury Reports

When there is an incident involving a child during Northwest Preschool care, either the lead teacher or the Director will telephone the parents, informing them of the incident. The teacher observing the incident will complete a report on Brightwheel.

Lunches/Nutrition

Children attending our program are to bring their own lunch and drink. Food should be cut into the appropriate size bites ahead of time; this will prevent your child from waiting for their food to be prepared. For safety reasons, teachers do not warm children's food in the microwave.

Please do not bring your child's breakfast to Preschool, make sure they have eaten it before coming to class.

Northwest Preschool strives to be a **Nut-Free facility**. Please do not send nuts or nut butters in your child's lunch. When providing a food item for a party or snack, please check the nutritional facts to ensure that the item does not contain nuts or has not been prepared in a facility that produces items containing nuts. Thanks for your help in keeping our children safe!

Medication

Northwest Preschool does not administer medications. Please do not put medication of any kind in your child's bag; other children could potentially be harmed. Should your child need medication during the Preschool day, you will need to make arrangements with the Director to bring the medication and administer it yourself.

Naptime

All children will have a rest time each afternoon. Lights will be lowered during this time and children in our Ones and Twos classes are expected to rest/sleep. Children in our Threes and Fours classes take a shorter rest time and end the day rotating through learning stations set-up by their teachers. Each child will need to bring their own nap/rest mat.

Should you prefer for your child to nap at home, you will need to pick up your child no later than 12:30 p.m. to avoid waking up the children who are napping at school.

Parent Involvement

Parents are a vital part of our mission. Parents are welcome to visit the school during our hours of operation to observe our activities, the building, the grounds, and the equipment with advance notice and to secure prior approval.

Please see Covid-19 Response Plan

Parental Notifications/Communication/Policy Changes

Communication is extremely important for all of us. We will do our best to make sure you are informed of all school events by emails and through the Brightwheel app. The classroom teacher will provide daily schedules and information as needed. In return, we would ask you to inform your child's teacher of any severe changes in your child's daily routine, such as a family illness, death or separation anxiety.

A copy of our Parent Handbook will be available for your review on our website. If there is any change to our Parent Handbook and enrollment agreement, you will be

notified in writing. Each parent must sign off upon enrollment that they have read and will comply with items in our Parent Handbook. If you have any questions or concerns regarding the policies in this handbook, please schedule a time to discuss them with the Director.

Personal Items

Please have all personal items clearly labeled with your child's name to prevent loss. We ask that your child not bring personal items such as toys, books, etc. unless otherwise notified.

Placement

Northwest Preschool uses September 1 as our cutoff date for each age group.

Ratios (Maximums)

One-Year-Olds: 9 children to 2 teachers

Two-Year-Olds: 10 children to 2 teachers

Three-Year-Olds: 12 children to 2 teachers

Four-Year-Olds: 12 children to 2 teachers

Release of Children

If a child will be picked up by someone other than his/ her parents, you will need to submit to the teacher, in writing, the name of the person picking up your child. The teacher will then notify the office. The Director will ask to see that person's driver's license. In the event of an emergency, please call the Preschool Director.

****Written notification of any person who may pose a threat to your child's safety or well-being must be submitted to the office and kept on file.**

Sign-In Sheets/Daily Attendance

Parents must bring children to their assigned location. Parents must sign their child in on the sign-in sheet. The parent must note the time of drop-off and pick-up. The parent must provide the name of the person picking up the child. The parent must provide the name of the person dropping off the child. The parent must provide the time of pick-up and providing the parents full signature.

Tuition/Fees

Tuition is due on the first of each month. Unless prior arrangements have been made with the Director, a \$15 late fee will be incurred if payment has not been made by the 10th of the month. If payment has not been received by the end of the month, your child will be suspended from the program until payment is made.

Monthly tuition is based on the number of days we are open during the year. This allows you to pay the same amount each month (September through May), eliminating higher costs in those months with more days in them. Tuition is set on the basis of the program's needs. Holidays observed during a month will cause no change in the amount due.

Please see Covid-19 Response Plan for using Brightwheel to check child into school

Children will not be allowed to skip months. When a child skips a month, it inhibits our ability to buy necessary supplies, afford special programs, as well as meet our salary obligations. Under this policy, children who miss a month or more will no longer be enrolled in our program. You may re-enroll your child at any time, provided there is availability. When re-enrolling, the enrollment fee must be paid again. Special consideration may be granted to persons in extreme situations; however these matters must be worked out with the Director in advance.

Payments of cash, check, money orders or online payments through our website are accepted. You can make checks payable to Northwest Preschool. Please note your child's name on the form of payment you submit. A fee will be charged for returned checks. After receiving two returned checks, Northwest Preschool will accept tuition payments only if made by cash or money order.

A \$175.00/per child registration fee per child will be charged for each school year. The registration fee is non-refundable. The registration fee guarantees your child a spot in the age-appropriate classroom.

The Supply Fee of \$100/per child is due on or before the first day of school with the September tuition payment. This fee will cover the supplies that your child uses at Northwest Preschool.

Withdrawing Your Child

Northwest Preschool requires a 30 day written notice of withdrawal. You may write a short letter or email to inform us that your child will be withdrawing from the program. If tuition is due during the 30 day withdrawal period, it must be paid. (For example: if you notify us after the first of the month, you will owe tuition for that current month and the following month, because it falls within the 30 day withdrawal period).